

DD/M&S 74-2650

18 JUL 1974

MEMORANDUM FOR: Director of Communications  
Acting Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Acting Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Fiscal Year 1975 Annual Personnel Plan  
(APP)

1. We are about to begin the planning and reporting of personnel management goals as called for by the Annual Personnel Plan (APP). Attached is a copy of the format for the APP which is to be completed by your Office. Also attached is a copy of a memorandum from the Director outlining the Personnel Management Planning and Evaluation System.

2. Each of your respective personnel offices has copies of the attachments. A formal APP meeting was held on 12 July for the Personnel Officers who will be involved in completing this report. It is desired to have each Office Head personally involve himself with the Annual Personnel Plan since upon its completion we will meet to discuss your particular Plan.

3. The Annual Personnel Plan should be submitted to the DDM&S/Career Management Officer, Attention Mr. [REDACTED], 7C18 Hqs., by the close of business 16 August 1974. Individual meetings for the Office Heads to meet with the DDM&S will be scheduled for the period 14 - 23 August.

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HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

Attachments